



WEBER STATE UNIVERSITY

Staff Advisory Council

Tuesday, October 1, 2019

Stewart Library – Hetzel Hollein Room

2:30 p.m. to 4:00 p.m.

Meeting Minutes

Present: Amy Huntington, Luke Jenkins, Megan Moulding, Anita Preece, Raeanna Johnson, Patricia Rasmussen, Cathy Christensen, Kimberly Love, Gail Niklason, Paige Davies, Alex Ward, Jessica Oyler, Brett Perozzi

Excused: Jackie Shafer, Janae Chaffee **Absent:** Judy Hutchison, Chrissy Stice,

1. Welcome

- a. Big thank you to Raeanna for putting together Wellness Fair and everyone who participated at the SAC booth.
- b. Welcome to Luke as Vice-Chair
- c. Reminder: Diversity Conference this Thursday, October 3 at Davis campus @ 5:30 pm and on WSU Main campus all day Friday, October 4.

2. Approval of September meeting minutes

- a. Include who was excused at 9/3/19 meeting:
 - i. Cathy Christensen & Judy Hutchison

3. Updates from President's Council and Board of Trustees

- a. Update on Provost Search:
 - i. Started with about 44 viable applicants. The pool was screened down to 10 applicants that were interviewed via Zoom. The pool of 10 was reduced further to the 4 applicants who presented to campus.
 - ii. There was a 21-person search committee who has completed their work by bringing the 4 finalists to campus and meeting with President Mortensen.
- b. Update on the University Planning Committee:
 - i. UPC is embarking on a re-vision on University strategic plan, as the last plan was created in 2007.
 - ii. The plan is to use existing committees and groups along with online and town hall-type events to elicit feedback for the updated strategic plan
- c. Legislative Committee Meeting:
 - i. SAC discussed the recommendations to the Utah Higher Education Strategic Planning Commission from 9/24/19. SAC will stay engaged as possible changes to USHE governance are considered.

4. WSU Retirement Plans updates with TIAA (Norm Tarbox)

- a. Weber has two retirement plans; one for exempt and one for non-exempt. Utah Retirement System (URS) is state controlled, and Weber just deposits contributions on behalf of employees enrolled in URS. TIAA-CREF option is controlled by WSU in terms of funds available.
- b. In the past, WSU organized a retirement committee to review investment line-up decisions with TIAA CREF. More recently, WSU Administration enlisted CAMMACK Retirement as a consultant to ensure programs are up-to-date and providing the best benefit to WSU and its employees.
- c. CAMMACK strongly suggested to:
 - i. **Change line-up of funds:**
 1. The list of funds available through TIAA CREF will eliminate some funds and add different ones, going from 35 to 24 options. The new options will provide better variety and selection for the needs of all employees.
 2. There will be an official communication on how WSU will map from the old options to the new options on **October 11**.
 3. The new lineup will be available online and employees can choose to make the switch themselves. Otherwise, WSU will use a mapping strategy that will transfer funds to a roughly equivalent option and reallocate investments for the employee around **November 16**.
 4. TIAA-CREF representatives will be on campus for individual employee questions between **October 11 and November 16**.
 - ii. **Record keeping fee:**
 1. TIAA CREF also compiles information from different companies (e.g. Vanguard, TIAA, Prudential) into a single statement that is sent quarterly. This comes with a recordkeeping fee.
 2. Currently, WSU pays \$450k/year for this record keeping. That is paid through 20 basis points added to a limited and specific CREF/TIAA funds.
 3. After **November 1**, regardless of what fund an employee is investing in, will pay 0.12%. This will mean either an increase or decrease from existing basis points, depending on the fund.

5. Subcommittee and Initiative Updates

a. Benefits & Wellness Fair tabling - Raeanna

- i. A flyer about donating to the Shared Leave Pool was handed out at the SAC table during the Wellness Fair. Based on questions from staff, Raeanna reached out to Holly Hirst about why employees can't donate sick leave. The answer:
 1. Sick leave doesn't technically belong to the employee, because it is the university's way of providing short-term disability. i.e., an individual can't donate what isn't theirs to donate.
- ii. Jessica is attending a meeting with other Utah university HR offices. She will report back to SAC about the fringe benefits - specifically short-term disability and paid family leave - at other universities.
 1. When ready, SAC will make a recommendation through President's Council about Paid Family Leave policy.

b. Super Staff Awards - Chrissy

- i. Cathy: There are now also awards within Academic Affairs for staff. People could get confused with Super Staff Awards and other division and HR awards. SAC will need to make sure it is clear what/who the award is for. Consider keeping open the nomination form throughout most of the year to allow people to make nominations while it is fresh in their minds, since they will be held just once a year now.

c. New Employee Orientation - Committee

- i. Suggestions:
 - 1. Having a script for talking about SAC at New Employee Orientation would be useful for both staff presenting and new staff.
 - 2. The SAC representative postcard font is very small and difficult to read. Alex Ward will be working on a revised format for this card to be more readable.
 - 3. Distinguishing SAC from Faculty & Staff Association is necessary.

d. Parking Committee - Cathy

- i. Updates on digital parking pass:
 - 1. The reason why there is a restriction on the number of vehicles (two) that can be listed on an account is due to a software limitation.
 - 2. There are system limitations in reading some out-of-state license plates which affects some students and staff. A manual process is in place for now.
 - 3. Employees can get a parking discount if their vehicle is fuel efficient and low emissions, as rated by the Green Book score. Check score and apply here:
<https://www.weber.edu/financialservices/Parking.html>

e. Promoting Student Success Series Planning - Paige

- i. There will be a screening of *Unlikely* (<https://www.unlikelyfilm.com>) on Wednesday, November 6 @ 11:30 am and 1:45 pm in the Wildcat Theater.
- ii. There will possibly be an additional screening for community and K-12 stakeholders.
- iii. The next event for the student success series planning will be on Wednesday, January 22. The focus will be on Student Retention & Mental/Emotional Health
- iv. SAC and administration can help get staff involved by communicating to supervisors (deans, chairs, administrators) to allow time for staff that are interested to attend.

6. Next Meeting: Tuesday, November 5 @ 2:30 pm in Hetzel-Hollein Room